

MEMORANDUM FOR:

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Quarterly Reporting of Vehicle Mileage and  
Fuel Consumption

REFERENCE: Presidential Directive to Heads of Exec.  
Depts. and Agencies, dtd 1 Feb 80, subj:  
Required Reduction in Usage of Federal  
Motor Vehicles (OL 0 0624)

1. Executive Departments and Agencies were directed by Executive Order to reduce the use of automobile fuels by 10 percent for the twelve month period beginning April 1, 1979, as compared with the previous twelve months. Because progress has been disappointing overall, the referent Executive Order has directed that all federal departments and agencies meet or exceed the 10 percent reduction during the months of February and March 1980, as compared to mileage traveled the same period in 1979. This order presently applies to all Government-owned and leased vehicles which consume gasoline.

2. The Office of Logistics is tasked with the responsibility of coordinating Agency fuel conservation efforts in compliance with these Presidential directives. To gather and compile the data necessary to effectively monitor, measure and report the Agency's efforts and overall performance in conserving fuel, it is requested that the following information on all Agency-owned and leased vehicles within your component be provided this office on a quarterly basis beginning with the quarter ending 30 June 1980.

a. Types of Vehicles and Total Miles Driven:

(1) Identify the number and type of assigned and leased vehicles. Provide the total miles driven by these vehicles. Report separately for gasoline and diesel fuel.

b. Fuel Consumption:

(1) Provide the total amount of gallons of gasoline and diesel fuel dispensed from Agency pumps (if applicable).

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(2) Provide the total dollar cost and the number of gallons of fuel reimbursed from imprest funds.

(3) Provide the total dollar cost and the number of gallons of fuel purchased elsewhere via credit cards.

(4) Provide the total amount of gallons received from General Services Administration Motor Pools.

3. To ensure a uniform product and minimize the impact resulting from this request, a reporting format has been designed for your convenience. The objective of collecting this data is to quantify mileage and fuel consumption data and establish the baseline that is necessary for managerial and reporting purposes. The guidelines and format have been structured in a way that allows components to express their analytic data in as consistent a way as possible. This data will also be used to calculate average miles per gallon for the Agency vehicle fleet.

4. In keeping with the spirit and intent of the Presidential directive, each component with officially assigned or leased vehicles is urged to make every effort to reduce mileage by a minimum of 10 percent. In addition, all components are encouraged to maximize the reliance on public transportation and shuttle buses. The Agency has reaffirmed its basic commitment to reduce fuel consumption and shall continue to pursue a vigorous program designed for continual savings in this critical area of fuel conservation. Your total support is essential if this effort is to be successful. Quarterly mileage and fuel consumption reports are to be submitted to the Plans and Programs Staff, OL, Room 2F31, [ ] Building. Please contact this Staff, Extension [ ] on suggestions to simplify or improve these reporting procedures or for additional information.

James H. McDonald  
Director of Logistics

Att.

## MILEAGE AND FUEL CONSUMPTION

REPORTING ACTIVITY: \_\_\_\_\_

DATE: \_\_\_\_\_

QUARTERLY PERIOD: \_\_\_\_\_

I. TYPES OF VEHICLES

A. Subcompact/Compact Sedans, Station Wagons

B. Midsize Sedans, Station Wagons

C. Large Sedans, Station Wagons

D. Trucks

(1) Gasoline

(2) Diesel

E. Buses

(1) Gasoline

(2) Diesel

TOTALS.....

Number of Assigned Vehicles	Number of GSA-Leased Vehicles	Total Miles Driven
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Gasoline		Diesel	
Gallons	Cost	Gallons	Cost

A. Dispensed from Agency pumps

B. Purchased Commercially

(1) Imprest Funds

(2) Credit Cards

C. GSA Interagency Motor Pool System

TOTALS.....



MAR 4 1980

Honorable Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Admiral Turner:

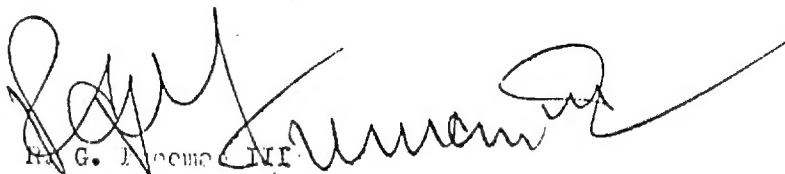
ok 0 0624 - As a result of the President's directive to Federal agencies to reduce their gasoline consumption (enclosed Presidential memorandum of February 1, 1980), the General Services Administration (GSA) took action to reduce its consumption of motor vehicle fuel within GSA and the Interagency Motor Pool System (IMPS). The enclosed list of actions are being implemented by each of our regions to achieve the 10 percent savings in automotive fuels and the 10 percent mileage reduction required by the President.

I am asking for your support, since several of these actions will require the cooperation of GSA personnel and your vehicle operators. With your assistance and that of your employees, I am confident that we will be able to effect a significant savings in gasoline consumed by the IMPS vehicle fleet. If not underway already, I strongly recommend that a similar program be established for your agency-owned and leased vehicles.

If you have found other measures to be effective in reducing fuel consumption, please let me know so that we may benefit from your experience and share these ideas with the other agencies.

Please contact Mr. Peter T. Glading, Assistant Commissioner for Motor Equipment at (202) 275-5404 if you have any questions or require additional information and assistance.

Sincerely,

  
R. G. Loomis III  
Administrator

2 Enclosures

CL 0 1107